

**District IV Citizen Review Panel Meeting  
Central District Health Department  
707 N. Armstrong Place, Boise, Idaho  
Tuesday, April 2, 2019 ~ 4:00 PM – 5:30 PM**

**Panel Members:** Melissa Mezo, Brian McCauley, Nicole Noltensmeyer, Kym Nilsen, Darcie Bobrowski, Teri Murrison (phone)

**Staff:** Alexis Pickering (Central District Health Department), Jaime Aanensen (Central District Health Department), Andie Blackwood (Idaho Department of Health and Welfare)

**Citizen Review Panel Meeting Call to Order**

Brian McCauley, Panel Chair, called to order the District IV Citizen Review Panel meeting at 4:01 PM.

**Panel Minutes for February 26, 2019**

**Motion:** Nicole made a motion and Kim seconded; no further discussion; all in favor, motion carried. Teri abstained from the vote due to being absent.

**State Chair Call**

Brian shared an idea from PHD5 about asking for input from foster family community members. Brian asked that the Panel schedule people to come talk to the CRP with discussion limited to 15-20 minutes. Brian asked CRP members to email names of recommended individuals to talk with the CRP and suggested names include Charlie Hahn and Matthew Shaughnessy. The state call was recorded and available if anyone is interested. Darcie asked if we are on track with other Panels and Brian indicated other Panels are at the same place as us. Other have not settled into a routine process. All Panels were interested in making the kids the focus of the Panel work. These state calls will occur quarterly and are open to other members of the District IV CRP.

**Consent Agenda for April 2, 2019**

Consent agenda stands as presented. Nicole asked about conducting a case review during today's meeting. Brian asked that Executive Session be included as a standing agenda item for future meetings. Melissa asked if approving minutes is considered an action item and not an information item. Moving forward, approving minutes will be an action item instead of an information item.

**Motion:** Nicole made a motion to approve the amended agenda and Darcie seconded. No further discussion; all in favor, motion carried.

**New Panel Member to Replace Delfina**

Alexis and Jaime will recruit new Panel members and present the top two candidates to the CRP members. Panel members will then review the applications and select the new member. Alexis will send the application information to CRP members and they can then circulate through their networks to recruit individuals. Brian asked that the due date for applications be April 26, 2019. Melissa asked what background and experience are we interested in recruiting. The group discussed recruiting someone from law enforcement, a

guardian ad litem, someone with court experience, or someone with previous experience working as an IDHW caseworker.

### **iCare and Paper File Access**

Nicole reviewed an iCare case using the form and it worked well. Nicole asked about having someone from IDHW available to provide access to the paper file as some documents were missing from iCare. Andie said she could work directly with Panel members to provide the missing documents. Andie indicated if paper file has been uploaded to iCare, then the paper file is being destroyed with the exception of embossed legal documents. Because the CRP chose the oldest files to upload, there are more documents needing to be updated and IDHW has hired two temporary workers to upload the files. Andie asked that Panel members let her know which specific files they need so she can prioritize them for uploading to iCare. Melissa inquired about why there are old documents uploaded to iCare after she had finished reviewed the file. IDHW has dedicated staff to move Panel member cases as a priority for uploading to iCare. There are some growing pains with the uploading process but should be much easier once all of the files are uploaded. Brian suggested looking at case files by specific timeframes such as six-month increments. Nicole made handwritten notes when reviewing the file on the human element of the file review. Panel members discussed how these types of qualitative notes could be incorporated into the review process. Teri asked for a comment field on the spreadsheet. Nicole indicated the column titled “why” is to be used for notes and free text.

### **Reviewing Cases by Timeframes**

Brian asked the Panel how the group felt about reviewing cases by timelines, rather than the current format. When reviewing the older cases, with the exception of the first year, the current file review template is not necessarily compatible. The file review template is user-friendly with the newer cases (1-2 years old). The group discussed various ways to pull cases. There was a discussion on the value of the human aspect of what went wrong and right in a case and how to capture that story in addition to quantitative case data. Older cases will require qualitative notes and data and will not utilize Nicole’s form.. It was suggested the Panel go to the two-year mark and go from there (forward or backward) and potentially have people specialize in particular types of cases. For the next round of case review, it was decided that the Panel will begin reviewing cases from April 2018 until the current date. During the month of April and May 2019, there are 19 cases to review, providing three cases per Panel member, unless they are the family group. Andy is sending a list of the sibling groups and Brian will forward the assignments via email to the group. The Panel will speak to the specifics about the cases at the next meeting.

### **Child Protection Oversight Committee Meeting and GAL Update**

Brian met with the Director of Health and Welfare to get contact information for the foster families to enable the Panel to reach out to them directly and receive their perspective on the system and relevant cases. The statute that guides the Panel says that Panel members have access to all information pertaining to cases. In the meeting, the Director said IDHW will not provide that information, but foster families can contact the Panel. Some Guardian Ad Litem (GALs) have expressed interest in cooperating and working with the Panel. The GALs feel comfortable talking about cases and may reach out to Panel members to discuss

the details about a particular case. Currently, the GALs would like to give input on cases so Panel members may reach out to them if desired. Brian feels the Panel cannot fully accomplish this process without talking to foster families about particular cases and receiving an assessment on how the system is affecting the children. It will be brought up at the next Legislative Oversight Committee meeting as there still seems to some roadblocks. Panel members would be very interested in attending the next Legislative Oversight Committee.

#### **List of Placements Update**

Andie is pulling out the placement-list-change information and uploading it into each case file on eCabinet. Panel members will be able to find it for each child. Panel members mentioned that the placement list document was very helpful. There are certain things that are not counted as a placement. For example, respite stays aren't counted on the placement list. Residential facilities are on the placements list. Andie has taken a new position within the Department and will continue to assist the Panel until a replacement is identified.

Meetings will be the first Tuesday of each month from 4:00-6:00 PM. The next meeting is May 7, 2019, from 4-6 PM. Alexis will send out calendar appointments for the next six months.

**Adjournment:** Nicole made a motion to adjourn the meeting and Melissa seconded. No further business was brought before the Panel; all in favor, meeting adjourned at 5:34 PM.

Minutes Prepared by Jaime Aanensen/Alexis Pickering